MAIN HRS

Issue Date: March 26, 2001 Revised: March 15, 2002

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Data Collection

Section 6.7 - History Tab

Section 6.7 FUNCTIONS MENU Data Collection/Employee Data Collection History Tab

Purpose	This section provides the procedures to display what action (certified, audited, released, etc.) has been taken on an employee's time by using the History tab. The data is available after time has been submitted.
Tabs	History
Reminders	1. The History tab is accessed through the Functions, Data Collection or Employee Data Collection items on the menu bar.
	2. The data displayed is for the latest version of the timesheet that was extracted and sent to the Human Resource Management Network (HRMN).
References	No Specific References

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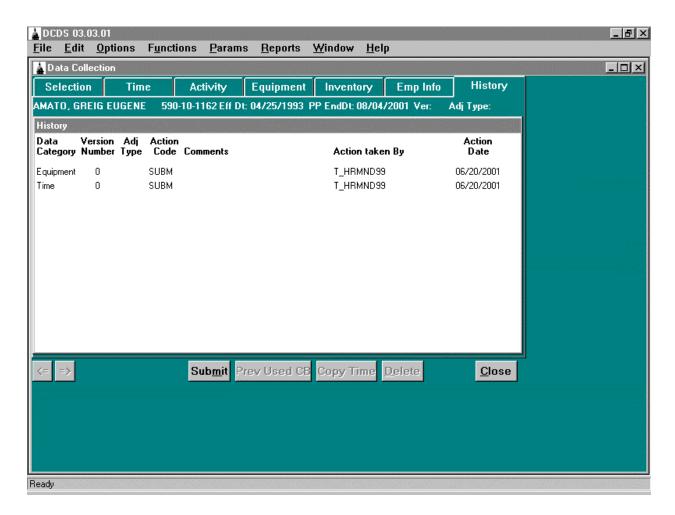
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Data Collection

Section 6.7 - History Tab

History Tab

The following window is displayed when the selection criteria has been entered and the History tab is selected. The fields displayed are described on the following page.



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Section 6.7 - History Tab

History Tab

The following information is displayed:

Field Name	Description Description
Data Category	The data collection category (Time, Activity, Equipment).
Version Number	A zero (0) displays for the original (first) timesheet submitted. A version number (1, 2, 3, etc.) displays for any timesheets that have been changed through the Modify button after submission.
Adj Type	An Adjustment Type displays to indicate if the timesheet has been adjusted after it has been processed.
Action Code	A code that indicates the action that has been done. SUBM - Submitted CERT - Certified AUDT - Audited RLSD - Released XTCT - DCDS extracted and sent to other system(s) PROC - Processed Approval codes will display for agencies that have on-line approval. APPR - Supervisor Approval APPA - Personnel Approval AFFA - Financial Approval APOF - Office of Financial Management, DMB, Approval APCS - Department of Civil Service Approval
Comments	Comments reported by the user who performed the action.
Action Taken By	The User ID of the person who has performed the action.
Action Date	The date the action was done.